

Certified Summary of Federal Service

Federal Employees Retirement System

Office of Personnel Management

5 CFR Part 841

Information for Agency

- A certified copy of this form must accompany an employee's Application for Immediate Retirement (SF 3107).
- 2 This form may also be used:
 - · for retirement counseling purposes
 - to respond to an employee's request for a record of creditable service.

See the CSRS and FERS Handbook for Personnel and Payroll Offices (formerly FPM Supplement 830-1) for detailed instructions for completion and disposition of this form.

Instructions for Employee

- . Your employing office will complete and certify this form for you.
- 2. Review the form carefully. Be sure it contains all of your service.
- Complete Section E, Employee's Certification, and return it to your employing office.

Section A - Identification							
1. Name of employee(last, first, middle	8.	8. Did this employee elect to transfer to FERS? No Yes ► Give effective date of election					
2. List all other names used/maiden na		9. If yes, is this employee entitled, according to your records, to have part of his/her annuity computed under CSRS rules? No Yes 10a. Does the applicant receive military retired pay?					
3. Date of birth(month, day, year)	mber 10	(Attach a copy of the applicant's military retired pay order, if available, and complete 10h.) 10b. If Yes, has the applicant waived military retired pay to credit military service for FERS retirement?					
Other birth dates used Service computation date for retirer	6. Military Serial Num	ber	NO (Includes cases where a waiver is unnecessary)				
·			YES employee a		the military finance center's letter to the ng waiver, if available)		
Section B - Verified Service	e History Docu	mented in O	ficial Records				
Federal Agency or Military Service Branch	Appointment, Separation, or Conversion Dates for Civilian ar Active Honorable Military Servi				Remarks and Non-Creditable Time**		
	From	То					

^{*} Give deatils of creditable service not subject to retirement deductions in Section C.

^{**} In Remarks, show if CSRS service on or after January 1, 1984, is "regular" CSRS or CSRS offset. Indicate if service is part-time. If service was performed on a WAE or intermittent basis, show the number of hours worked in "Remarks."

Section C - Details of Civilian Service Not Subject to Contributory Retirement System for Civilian Federal Employees

Detail below (1) any period of Federal civilian service subject to "FICA" deductions, and (2) any other Federal civilian service not subject to a Federal employee (or D.C. Government) retirement system. If total basic salary earned for any such period of service is known, a summary entry may be entered on the right hand side below. Otherwise, show each change affecting basic salary during the period of service. Show part-time tour of duty if applicable. If part-time service is after April 6, 1986, also provide total number of hours employee worked during that period and show what a full-time tour of duty would be. Service which was not subject to FERS or CSRS deductions is creditable only as specifically allowed by law.

specifically all	owed by law.										
Nature of action (Appt. pro., res., etc.)	Effective date (month, day, year)	Basic salary rate	Salary basis (per annum, per hour, WAE, etc.)	Leave without pay	If basic salary actually earned is available make summary entry below						
					From (month, day, year)	To (month, day year)	Total earned				
Section D - Agency Certification											
I certify that the this agency and	information on this f that if retiring, the re	form accurately reflections accurately reflections accurately reflections.	lects certified inform as sufficient service	ation contained on to support title to a	the official personn n immediate annuit	iel and/or payroll red y.	cords in the custody				
Signature of Authorized Agency Personnel Official			Agency Name and Address, including ZIP Code, and Telephone Number, including Area Code								
Official Title			Date								
Section E - Employee's Certification											
The above service is complete.											
I have additional service. (If you claim additional service, attach signed statement(s) giving dates, positions, titles and locations of employment, including agency, bureau, and division. Claimed service cannot be credited for retirement until it has been verified, including unverified service listed on an SF 144, Statement of Prior Federal Civilian and Military Service, or similar affidavit.)											
Note: If you have performed Federal civilian service subject to social security deductions (FICA) or not subject to retirement deductions, be sure that your agency has correctly completed Section C above.											
Signature					D	ate					